

SIX FLAGS NEW ENGLAND	
SUBJECT: MOTOR VEHICLE REGULATIONS	SAFETY REFERENCE MANUAL
SECTION: 26	
EFFECTIVE: January 2016	SUPERSEDES: ALL PREVIOUS

26.1 PURPOSE

To establish licensing, operating, safety, maintenance, and responsibility procedures for employees who drive company vehicles.

26.2 SCOPE

This policy applies to all employees who are required to drive company vehicles as part of their job duties. Company vehicles include, but are not limited to, all motor vehicles, forklifts, cranes, sweeper trucks, JLG's, cherry pickers, backhoes, etc., whether owned, leased, or rented by Six Flags New England.

Operation of all equipment, except for motor vehicles, is also subject to additional requirements specified in the Equipment Operation Procedure, Policy No. 8.

26.3 POLICY

All employees who drive company vehicles must comply with all of the following components of this procedure:

- licensing and training
- safety rules
- motor vehicle record (MVR) checks
- procedures for handling accidents and damage to vehicles
- disciplinary procedures

In addition, employees operating personal vehicles while on company property must obey all regulations regarding traffic control.

26.4 PROCEDURE

26.4.1 Licensing and Training

- A. Employees who operate company vehicles on or off park property must be at least 18 years of age and are required to have a valid state driver's license.
- B. License Requirements:
 1. Possession of a valid State Driver's License
 2. Safe driving record
 3. Completion of Training Checklist
- C. Training will include a review of the following:
 - training material provided by manual
 - parking, backing up, wearing of seat belts, and use of hand brakes
 - speed limits on and off Park property
 - passenger load limitations

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- cargo load limitations
- maintenance checklists
- reporting violations
- reporting accidents
- control of passengers

Each employee must complete a training checklist, updated a minimum of once annually by his/her assigned department's designated training person (see Appendix A).

- D. The department's designated training person will be appointed by the department manager and the Safety Manager. The designated training person will have the ability and responsibility to properly train another associate in the areas outlined in section B above. A list of trainers will be maintained by the Safety Department (see Appendix B).

26.4.2 Safety Rules

DO NOT PARK:

1. within 15 feet of any fire hydrant.
2. within 25 feet of railroad tracks.
3. in such a way as to block the entrance or exit of any emergency vehicle.
4. by any red or yellow curbed areas, or any Fire Department connector caps in or out of the park.
5. in such a way as to block any road or gate. Leave plenty of room for others to pass.
6. Any place where an official sign prohibits parking.
7. in driving lanes, along fence lines, outside of a lined-off parking space.
8. On the end of a row, blocking driving lanes.
9. In designated restricted areas such as fire lanes, disability parking spaces, etc.

Illegally parked vehicles will be cited by the Security Department and the driver's Department Manager will be notified.

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WHEN PARKING:

1. Stop engine.
2. Set brake. If the vehicle has no parking brake, an approved chock needs to be behind a wheel to keep it from rolling.
3. Leave in "Park" (leave standard transmission in gear).
4. Turn wheels toward the curb on any incline (hill).
5. Park vehicles ONLY in designated places in back areas.

The vehicle should NEVER be left running while the operator is away from the vehicle. It must be turned off and the emergency brake should be engaged. The vehicle should also be switched into the gear that will be used next. For example, if the operator will be going in reverse when he/she returns to the vehicle, then the vehicle should be put into reverse when it is turned off. If the vehicle is an automatic (automobile type) then put the gear in park. This will prevent any additional rolling the vehicle may experience.

RIGHT-OF-WAY

Courtesy is a key to safe driving. Remember, in every situation right-of-way is something to be given, not taken.

1. Right-of-way will be yielded to:
 - (a) Security vehicles (only if light bar is activated)
 - (b) Medical Services vehicles (only if light bar is activated)
 - (c) Outside emergency vehicles – Police, Fire, Ambulance

When any of the above is driving with warning lights and/or excessive horn use, this usually indicates an emergency. Drivers must pull over and stop to allow the emergency vehicle the right-of-way.

2. Pedestrians ALWAYS have the right-of-way.

SIGNS AND TRAFFIC CONTROL

1. All employees must come to a complete stop at each and every stop sign.
2. All employees must obey all posted and temporary traffic signs used in directing traffic.
3. Even if signs are posted, all employees must follow the signals given by Security Officers and Traffic Attendants that are directing traffic.

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RAILROAD CROSSING

1. You should slow down and be prepared to stop when:
 - (a) Directed by a STOP sign
 - (b) Directed by a FLASHING RED or WHITE light
 - (c) Directed by an ongoing sound at railroad crossing guards and lights. Also, no one is to cross the tracks once the bells have sounded.

TRAFFIC MIRRORS (if applicable)

Traffic mirrors have been placed at “blind corners” to help prevent accidents. Observe these mirrors by yielding to oncoming traffic.

SEAT BELTS

Seat belts greatly reduce the severity of injuries resulting from traffic accidents. While riding in a vehicle on company property, drivers and passengers in the front seat **MUST WEAR SEAT BELTS AT ALL TIMES** (if vehicle is equipped with them). This policy includes company and private vehicles. **Drivers and passengers of off-property company vehicles (pool cars, sales, etc.) must also wear seat belts at all times.**

NO SMOKING POLICY

It is **prohibited** for you or any passenger (s) to smoke in a vehicle (moving or parked).

PASSENGERS

1. Only authorized people will be allowed in company vehicles.
2. No more occupants are allowed in a seat than the number of seatbelts available.
3. All riders must be properly seated inside the vehicle with head, arms, and legs inside and with their seat belts fastened at all times.
4. Never allow anyone to jump on or off any vehicle (moving or parked).
5. No one is permitted to ride on the back of the following:
 - a. Open bed trucks, carts, etc. with no side panels and tailgate.
 - b. Dump trucks
 - c. Mower
 - d. Tractor

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- e. Backhoe
- f. Bulldozer

NO ONE IS ALLOWED TO RIDE THE FRONT BUCKET OF A BOBCAT OR BACKHOE

- 6. No riders are to be permitted on any crane, forklift, or zoom boom.
- 7. The vehicle operator is responsible for any violation of rules by passengers and/or themselves.

TRUCKING

- 1. No one shall be allowed to sit on the sides, wheel well, or on the end of a flat bed truck, or a pickup truck.
- 2. The correct seating arrangement when riding in the back of a pickup truck is as follows:
 - a. All riders are sitting down with their “seat on the bed.”
 - b. Hands, arms, and legs should be kept in at all times.
 - c. Comply with State Law if more strict than policy.
- 3. No one shall be permitted to stand on the running boards, the bed of a truck, nor use a passenger’s body as a brace.
- 4. Employees must not be permitted to ride on a loaded truck or machine not equipped for that purpose.
- 5. When people are boarding or getting off a truck, the truck shall be stationary.

VEHICLE LIGHTS

All vehicles head lights must be turned on 30 minutes before sunset and remain on until 30 minutes after sunrise. Also headlights must remain on during inclement weather (fog, rain, snow, etc.).

If the vehicle is not equipped with operational headlights, the vehicle will not be driven during non-daylight hours.

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LOADING VEHICLES

1. Lifting: Lift by using your legs, not your back. **LIFTING IS A BREEZE WHEN YOU BEND AT THE KNEES.**
2. Hoist: Use a hoist whenever cargo is too heavy for easy lifting.
3. Good Footing: Keep back end of trucks and pickups free of oil and mud. Use an absorbent substance if necessary.
4. Balance Your Load: The operator of the vehicle is responsible for making sure that all items being transported meet the following criteria:
 - a. The load must not be excessive in weight or bulk for the vehicle to be safely handled.
 - b. The load must be properly secured to prevent shifting during transit.
 - c. The load must not exceed beyond the horizontal borders of the vehicle bed. Vertically, the load items must not exceed over the level of the driver's head. At least one-half of each box or item being transported must be level with or below the height of the side rails on the vehicle.
 - d. If the cart or vehicle has a bed without rails, the load must be strapped down to the bed of the vehicle. This tie down device must properly secure the load from shifting while the vehicle is in operation.
5. NEVER leave a motor vehicle running in an area while loading/unloading or when unattended.
6. Backing: Always have an escort to direct you while backing whenever your view is obstructed or if you cannot see a clear path.
7. Any material extending 2 ½ feet (30 inches) or more beyond the side rails and/or the bumper of a truck, cart, etc., must be flagged with a red flag showing caution to all traffic.

HONK

When approaching an area that the operator cannot see around (a "blind spot") he/she must slow down and honk the horn to warn approaching traffic. If the vehicle is not equipped with a horn, then the operator must approach the area defensively and with extreme caution.

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26.4.3 Motor Vehicle Records Checks

- A. Motor vehicle records shall be obtained, at least once annually, for all drivers of company vehicles. If an employee's state-issued driver's license is suspended or revoked, the employee must notify the Safety Department immediately.
- B. Prior to offer of employment, a new associate covered under this policy must provide his/her MVR (motor vehicle record).
- C. MVR's for all employees and applicants must be reviewed by the Human Resource Department in accordance with the following guidelines that have been approved by Six Flags New England Insurance Carrier:
 - License suspension 15 pts
 - driving while intoxicated (DWI) 15 pts
 - driving under influence of narcotics (DUI N) 15 pts
 - Any "serious" violation, including: 15 pts
 - Reckless driving, endangering lives of others, racing
 - Driving in excess of 5 m.p.h. over posted speed limits 5 pts ea.
 - Any "standard" violation, including: 5 pts ea.
 - Careless driving, traffic light, stop sign, lane
 - Crossover, failure to signal, failure to keep right 4 pts ea.
 - Bodily injury accidents 6 pts ea.
 - Accidents of any other kind 5 pts ea.

Only those incidents occurring within the preceding three years are considered in totaling the points for an individual motor vehicle record. Accidents are considered "at fault" accidents unless documentation to the contrary can be provided.

Any applicant with 15 points or more shall not be considered for employment that requires driving. Any current Six Flags New England employee who accumulates 15 points will be placed on driving suspension. The employee's department manager and the Safety Manager will review the MVR and will decide on the terms of the suspension. Employees whose MVR's reflect repetitive violations may have their driving privileges suspended at the discretion of the department manager, Safety Manager, and the company's insurance carrier.

MVR's will be paid by the company for all full-time employees whose job requires that they drive. All seasonal employees must provide a copy of their MVR that is no less than one month old.

26.4.4 Vehicle Maintenance

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For each department vehicle, department managers are responsible for providing a vehicle maintenance checklist that has been approved and/or issued by the SIX FLAGS NEW ENGLAND and for ensuring that vehicle checks are completed as described below.

- A. Operators are required to complete a proper checklist for each day that a park vehicle is operated. Vehicles will be maintained in accordance with the manufacturer's recommendations and be kept clean, both inside and out.
- B. An employee operating a company vehicle will fill the vehicle's gas tank when the fuel gauge falls below one-half full. The associate will also check the vehicle's oil prior to operating a company vehicle. Lack of oil or gasoline in a vehicle may result in disciplinary action against the driver.
- C. Any situation which causes or could cause an unsafe condition must be reported immediately to a supervisor. Any vehicle determined to be un-roadworthy must be taken out of service until repaired.
- D. All SFNE vehicles will be inspected for mechanical soundness and for any damage which might have occurred between inspections. Inspections will be completed under the direction of the SIX FLAGS NEW ENGLAND. Results of vehicle inspections are forwarded to the Rides Maintenance Manager who, with the Safety Manager, will then decide if follow-up repair and/or maintenance is necessary. Any vehicle considered un-roadworthy will immediately be taken out of service until repaired.
- E. Vehicle safety or vehicle damage concerns will be resolved with the appropriate department manager.
- F. Any company vehicle operated on public roads or highways must display a current inspection sticker and proper registration.

26.4.5 Vehicle Accidents

- A. Any employee involved in a vehicle accident where damage occurs to a vehicle, no matter how minor, must immediately report the accident or incident to his/her supervisor and to the Security Department. A police report must also be filed for accidents or incidents that occur off SIX FLAGS NEW ENGLAND property. An employee who knowingly fails to report an accident will be subject to termination. All vehicles that do business off SIX FLAGS NEW ENGLAND property must have an insurance packet in the vehicle. (See Appendix C).
- B. The Security Department will then complete a Vehicle Report and contact the appropriate maintenance staff to complete repair work.

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- C. The Department Manager, the Security Manager, and the Safety Manager will confer to determine appropriate action. The resulting action will be reviewed by the appropriate division Director, who is also responsible for ensuring that these procedures are consistently enforced.
- D. Accidents involving Safety and Security employees will be reviewed by their Division Director.
- E. The cost of repairs due to damage to any SIX FLAGS NEW ENGLAND vehicle will be billed in total to the department responsible for the driver of the vehicle at the time of the accident. When responsibility for damages to the vehicle cannot be determined, the cost of repairs will automatically be charged to the department to which the vehicle is assigned. All damages, regardless of how minor, generally will be repaired immediately.

26.4.6 Disciplinary Procedure

Violations related to any part of the above vehicle safety policy will be handled according to current SIX FLAGS NEW ENGLAND procedure.

NOTE: Operating a company vehicle while under the influence of illegal drugs or alcohol when performing Park-related duties shall be cause for immediate dismissal.

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APPENDIX A VEHICLE OVERHEAT

NOTE: If you have never handled a vehicle overheating, or if you think that you cannot safely do it, call your supervisor.

- A. Notify area supervisor via radio.
- B. Have guest pull car off to the side of the roadway, out of traffic.
- C. Raise hood and let car cool off for at least fifteen minutes.
- D. Pour water over radiator and cap.
- E. Put on protective equipment.
- F. With piece of protective cloth, cover radiator and cap.
- G. Most vehicles' radiator caps are equipped with a safety release valve. Lift valve to release any pressure. If no valve is present, slowly twist cap to safety position (do not attempt to remove cap in one motion).
- H. If you meet heavy resistance when trying to open the radiator cap wait another five (5) minutes. If the cap still doesn't open, call the warden via radio.
- I. Coolant level should be approximately 2 inches below radiator cap. If water is needed, add in this manner:
 1. Guest starts car.
 2. Add water to 2" below cap (keep hands and clothing clear of belts).
 3. Replace radiator cap.
 4. Close hood.
 5. Advise guest to have a mechanic check the coolant level.

Prepared By _____ Reviewed By _____

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APPENDIX B
TRAINING FORM FOR OPERATING
CARS, LIGHT DUTY TRUCKS, AND UTILITY VEHICLES

I understand and agree that I must:

1. Complete a checklist prior to driving a company vehicle to assure that I am aware of safe operating procedures, including vehicle parts (lights, brakes, fuel cap, etc.) as well as procedures for performing safety inspections and reporting any vehicle defects.
2. Review any manufacturer's information on vehicle operation that is provided to me.
3. Obey all state laws and Park policies related to vehicle operation, including wearing seat belts and obeying speed limits.
4. Use vehicles ONLY for their designed purposes.
5. If hauling cargo, I understand that:
 - Load limitations must be known and not exceeded;
 - Driver's visibility must not be impaired; all cargo must be secured or loaded to prevent movement;
 - Riders must not attempt to hold cargo to prevent movement or ride in the cargo compartment if the possibility of being injured exists;
 - Cargo in trucks generally should not extend more than two feet outside the vehicle or be stacked above the cab of the vehicle unless approved side rails are installed;
 - The driver is responsible for all passengers in or on the vehicle;
 - Capacity of passenger compartment must not be exceeded;
 - Passengers in the cargo compartment must sit on the vehicle floor and keep hands and arms inside the vehicle at all times;
 - Passenger and cargo compartments are the only places where passengers may ride on any vehicle; and that the vehicle must be stopped if any horseplay occurs. If the passenger does not stop horseplay, the passenger's supervisor should be notified. If necessary, the passenger will be excluded from the vehicle.
6. Fill fuel tanks only while engine is off.
7. Never leave any vehicle unattended with the motor running. Set the brake before leaving a vehicle unattended.
8. Immediately report any damage, injury, accident, or observed violation to my supervisor, the Security Department or the Safety Department.
9. Comply with all driving regulations. Failure to comply may result in the revocation of my Park driving privileges.
10. Must abide by posted speed limits.

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I have received instruction on the above information and agree to abide by all rules set forth in this policy. Should I later have questions, I understand it is my responsibility to ask my supervisor, department manager, or the Safety Manager for clarification.

Employee Name: _____

Vehicle:

License is currently valid: ☐ Yes ☐ No

Employee's Signature: _____
 Date: _____

Designated Trainer's Signature: _____
 Date: _____

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LIST OF DESIGNATED DEPARTMENT DRIVING TRAINERS

TO BE ADDED